

**NAVAJO AREA  
INDIAN HEALTH SERVICE  
WEEKLY VACANCY LISTING  
UPDATED: 06-07-04**

<http://www.ihs.gov/JobsCareerDevelop/CareerCenter/Vacancy/Index.cfm>

<b>Vacancy Number</b>	<b>Location</b>	<b>Position Title, Type of Appointment and Work Schedule</b>	<b>Pay Plan, Series &amp; Grade</b>	<b>Contact Person</b>	<b>Opening Date</b>	<b>Closing Date</b>
<b>NAVAJO AREA INDIAN HEALTH SERVICE Division of Personnel Management 9020 86515-9020</b>				<b>Contact Person: Cecelia Yazzie 928/871-1452 Irene Benallie 928/871-1432 P.O. Box Angela Segay 928/871-1421 Window Rock, AZ</b>		
NAO-04-DH-33	Window Rock, AZ	Human Resources Specialist (Employee Relations) DS: Gallup, NM	GS-201-9/11	Cecelia Yazzie	06-07-04	06-25-04
NAO-04-MPP/ESEP-33	Window Rock, AZ	Human Resources Specialist (Employee Relations) DS: Gallup, NM	GS-201-9/11	Cecelia Yazzie	06-07-04	06-25-04
NAO-04-34	Window Rock, AZ	Civil Engineering Technician Term Appt NTE: 2 yrs. DS: Kayenta, AZ	GS-802-4/5/6	Angie Segay	06-07-04	06-18-04
NAO-04-35	Window Rock, AZ	Engineering Aid – Term Appt NTE: 2 yrs. DS: Gallup, NM	GS-802-1/2/3	Angie Segay	06-07-04	06-18-04
<b>CHINLE COMPREHENSIVE HEALTH CARE FACILITY Personnel Branch, PO Drawer PH, Chinle, AZ 86503</b>				<b>Contact Person: Lorraine Smith 928/674-7033 Arlene Big 928/674-7031 Darlene Yazzie 928/674-7022 Doris Edwards 928/674-7032</b>		
CH-04-MPP/ESEP-A	Chinle, AZ	Clinical Nurse DS: Chinle and Tsaile	GS-610-9/10	Arlene Big	10-01-03	Open Until Filled
CH-04-DH-A	Chinle, AZ	Clinical Nurse DS: Chinle and Tsaile	GS-610-9/10	Arlene Big	10-01-03	Open Until Filled
CH-04-MPP/ESEP-B	Chinle, AZ	Nurse DS: Chinle and Tsaile	GS-610-4/5/7	Arlene Big	10-01-03	Open Until Filled
CH-04-DH-B	Chinle, AZ	Nurse DS: Chinle and Tsaile	GS-610-4/5/7	Arlene Big	10-01-03	Open Until Filled
NAO-03-DH-Z	Chinle, AZ	Respiratory Therapist – 2 Vacancies	GS-651-5/6/7/8	Cecelia Yazzie	10-01-03	Open Until Filled
NAO-03-MPP/ESEP-Z	Chinle, AZ	Respiratory Therapist – 2 Vacancies	GS-651-5/6/7/8	Cecelia Yazzie	10-01-03	Open Until Filled
CH-03-111D	Chinle, AZ	Voucher Examiner – REANNOUNCEMENT	GS-540-5/6	Doris Edwards	02-23-04	Open Until Filled
CH-04-52	Chinle, AZ	Supervisory Medical Records Technician	GS-675-9/10	Doris Edwards	05-18-04	06-08-04
CH-04-DH-57	Chinle, AZ	Supervisory Pharmacist	GS-660-12	Lori Smith	05-18-04	06-08-04
CH-04-MPP/ESEP-57	Chinle, AZ	Supervisory Pharmacist	GS-660-12	Lori Smith	05-18-04	06-08-04
CH-04-DH-63	Chinle, AZ	Supervisory Physical Therapist	GS-633-12	Lori Smith	05-27-04	06-17-04
CH-04-MPP/ESEP-63	Chinle, AZ	Supervisory Physical Therapist	GS-633-12	Lori Smith	05-27-04	06-17-04
CH-04-64	Chinle, AZ	Trainee (Nurse) – Temp Appt NTE: 120 days 5 Vacancies	GS-699-4/5/7	Arlene Big	05-28-04	06-11-04
CH-04-DH-65	Chinle, AZ	HP/DP Program Specialist	GS-601-11	Arlene Big	05-27-04	06-17-04
CH-04-MPP/ESEP-65	Chinle, AZ	HP/DP Program Specialist	GS-601-11	Arlene Big	05-27-04	06-17-04
CH-04-66	Chinle, AZ	Billing Technician (OA)	GS-503-5/6	Christina Bitsilly	06-02-04	06-15-04

CH-04-68	Chinle, AZ	Medical Support Assistant (OA)	GS-679-4/5	Doris Edwards	06-03-04	06-16-04
<b>CROWNPOINT COMPREHENSIVE HEALTH CARE FACILITY</b> <b>Personnel Branch, PO Box 358, Crownpoint, NM 87313-0358</b>				<b>Contact Person: Victoria Pablo 505/7866213</b>		
NAO-02-DH-MPP/ESEP-B	Crownpoint, NM	Nurse – Ambulatory Care (1), Inpt/Med/Peds/OB Nursing – Three Vacancies – One Vacancy	GS-610-4/5/7	Angie Segay	11-05-01	Open Until Filled
NAO-02-DH-MPP/ESEP-A	Crownpoint, NM	Clinical Nurse – Emergency Room One Vacancy	GS-610-9/10	Angie Segay	11-05-01	Open Until Filled
CP-03-044-E	Crownpoint, NM	Supervisory Social Worker <b>REANNOUNCEMENT</b>	GS-185-12	Vicky Pablo	03-15-04	Open Until Filled
CP-04-004B	Crownpoint, NM	Recreation Specialist (Health Technician/ School Health Coordinator) Term Appt NTE: 2 yrs. <b>REANNOUNCEMENT</b>	GS-0188-5 or 7	Vicky Pablo	05-13-04	Open Until Filled
CP-04-007B	Crownpoint, NM	Supervisory Dental Assistant (EF) <b>REANNOUNCEMENT</b>	GS-681-07	Vicky Pablo	05-15-05	Open Until Filled
CP-04-20	Crownpoint, NM	Supvy Dental Officer, Deputy Chief	GS-680-12	Vicky Pablo	05-24-04	06-14-04
CP-04-22	Crownpoint, NM	Nursing Assistant	GS-621-05	Yolanda Devore	05-25-04	06-08-04
<b>FORT DEFIANCE INDIAN HOSPITAL</b> <b>Personnel Branch, PO Box 649, Fort Defiance, AZ 86504-0649</b>				<b>Contact Person: Ida Mark 928/7298259</b> <b>Jeanita Williams 928/729255</b>		
NAO-03-DH-A	Fort Defiance, AZ	Clinical Nurse – Peds, Med/Surg, ER, Operating Rm and OB/GYN <b>2 Vacancies</b>	GS-610-9/10	Ida N. Mark	02-10-03	Open Until Filled
NAO-03-MPP/ESEP-A	Fort Defiance, AZ	Clinical Nurse – Peds, Med/Surg, ER, Operating Rm and OB/GYN <b>2 Vacancies</b>	GS-610-9/10	Ida N. Mark	02-10-03	Open Until Filled
NAO-03-DH-B	Fort Defiance, AZ	Nurse – Peds, Med/Surg <b>2 Vacancies</b>	GS-610-4/5/7	Ida N. Mark	02-10-03	Open Until Filled
NAO-03-MPP/ESEP-B	Fort Defiance, AZ	Nurse – Peds, Med/Surg, <b>2 Vacancies</b>	GS-610-4/5/7	Ida N. Mark	02-10-03	Open Until Filled
FD-03-DH-111A	Fort Defiance, AZ	Diagnostic Radiologic Technologist (Computed Tomography) <b>REANNOUNCEMENT</b>	GS-647-09	Ida N. Mark	01-26-04	Open Until Filled
FD-03-MPP/ESEP-111A	Fort Defiance, AZ	Diagnostic Radiologic Technologist (Computed Tomography) <b>REANNOUNCEMENT</b>	GS-647-09	Ida N. Mark	01-26-04	Open Until Filled
FD-04-DH-08	Fort Defiance, AZ	Practical Nurse – Med/Surg Inpatient (1) @ GS-5; Operating Rm (1) @ GS-6	GS-620-5	Ida N. Mark	01-26-04	Open Until Filled
FD-04-DH-29A	Fort Defiance, AZ	Dental Officer (Pedodontics) <b>REANNOUNCEMENT</b>	GS-680-13	Ida N. Mark	03-22-04	Open Until Filled
FD-04-MPP/ESEP-29A	Fort Defiance, AZ	Dental Officer (Pedodontics) <b>REANNOUNCEMENT</b>	GS-680-13	Ida N. Mark	03-22-04	Open Until Filled
FD-04-60	Fort Defiance, AZ	Electrician	WG-2805-10	Ida N. Mark	05-26-04	06-16-04
FD-04-61	Fort Defiance, AZ	Maintenance Mechanic	WG-4749-09	Ida N. Mark	05-26-04	06-09-04
FD-04-DH-65	Fort Defiance, AZ	Electrician	WG-2805-10	Ida N. Mark	05-16-04	06-16-04
FD-04-66	Fort Defiance, AZ	Medical Records Technician – Temp Appt NTE: 6 mos.	GS-675-04	Jeanita Williams	06-01-04	06-14-04
FD-04-67	Fort Defiance, AZ	Maintenance Helper	WG-4749-05	Jeanita Williams	06-01-04	06-14-04
FD-04-68	Fort Defiance, AZ	Housekeeping Aid	WG-3566-02	Jeanita Williams	06-01-04	06-14-04
<b>GALLUP INDIAN MEDICAL CENTER</b> <b>Personnel Branch, PO Box 1337, Gallup, NM 87305</b>				<b>Contact Person: Julia Nelson 505/72212</b> <b>Pauline Holona 505/72213</b> <b>Marjorie Ashley 505/72260</b>		
GA-03-DH-A	Gallup, NM	Clinical Nurse	GS-610-9-/10	Julia Nelson	04-21-03	Open Continuous

GA-03-MPP/ ESEP-A	Gallup, NM	Clinical Nurse	GS-610-9/10	Julia Nelson	04-21-03	Open Continuous
GA-03-MPP/ ESEP-B	Gallup, NM	Nurse	GS-610-4/5/7	Julia Nelson	04-21-03	Open Continuous
GA-03-DH-B	Gallup, NM	Nurse	GS-610-4/5/7	Julia Nelson	04-21-03	Open Continuous
GA-04-DH-009	Gallup, NM	Medical Instrument Technologist (Ultrasound)	GS-649-10	Marjorie Ashley	01-12-04	Open Until Filled
GA-04-MPP/ ESEP-009	Gallup, NM	Medical Instrument Technologist (Ultrasound)	GS-649-10	Marjorie Ashley	01-12-04	Open Until Filled
GA-04-MPP/ ESEP-006	Gallup, NM	Diagnostic Radiologic Technologist 3 Vacancies	GS-647-5/6/7/8	Marjorie Ashley	01-20-04	Open Until Filled
GA-04-DH-007	Gallup, NM	Diagnostic Radiologic Technologist (CT)	GS-647-09	Marjorie Ashley	01-12-04	12-31-04
GA-04-MPP/ ESEP-007	Gallup, NM	Diagnostic Radiologic Technologist (CT)	GS-647-09	Marjorie Ashley	01-12-04	12-31-04
GA-04-DH-008	Gallup, NM	Diagnostic Radiologic Technologist (Mammography)	GS-647-09	Marjorie Ashley	01-12-04	12-31-04
GA-04-MPP/ ESEP-008	Gallup, NM	Diagnostic Radiologic Technologist (Mammography)	GS-647-09	Marjorie Ashley	01-12-04	12-31-04
GA-04-46	Gallup, NM	Safety and Occupational Health Specialist	GS-018-12	Pauline Holona	05-21-04	06-11-04
GA-04-48	Gallup, NM	Lead Clinical Nurse – Pediatric Unit	GS-610-10	Julia Nelson	05-26-04	06-16-04
GA-04-49	Gallup, NM	Lead Clinical Nurse – Medical/Surgical Unit	GS-610-10	Julia Nelson	05-26-04	06-16-04
GA-04-50	Gallup, NM	Lead Clinical Nurse – Ortho/Surgical Unit	GS-610-10	Julia Nelson	05-26-04	06-16-04
GA-04-51	Gallup, NM	File Clerk – 2 Vacancies Temp Appt NTE: 6 mos	GS-305-03	Jo Baldwin	05-26-04	06-09-04
GA-04-53	Gallup, NM	Information Technology Specialist	GS-2210-7/9/11	Julia Nelson	05-27-04	06-17-04
GA-04-55	Gallup, NM	Nurse Specialist	GS-610-11/12	Julia Nelson	06-01-04	06-21-04
GA-04-56	Gallup, NM	Social Worker	GS-185-11	Marjorie Ashley	06-08-04	06-28-04
GA-04-MPP/ ESEP-38A	Gallup, NM	Nurse Specialist (Womens Health Care Nurse Educator) REANNOUNCEMENT	GS-610-11	Marjorie Ashley	06-01-04	06-21-04

**KAYENTA INDIAN HEALTH CENTER**  
**Personnel Branch, PO Box 368, Kayenta, AZ 86033**

**Contact Person: Melissa Stanley 928/69236**

KA-03-DH-41	Kayenta, AZ	Diagnostic Radiologic Technologist (Ultrasound)	GS-647-07	Melissa Stanley	06-11-03	Open Until Filled
KA-03-MPP/ ESEP-41	Kayenta, AZ	Diagnostic Radiologic Technologist (Ultrasound)	GS-647-07	Melissa Stanley	06-11-03	Open Until Filled
KA-04-DH-15	Kayenta, AZ	Lead Clinical Nurse	GS-610-11	Melissa Stanley	01-22-04	Open Until Filled
KA-04-MPP/ ESEP-15	Kayenta, AZ	Lead Clinical Nurse	GS-610-11	Melissa Stanley	01-22-04	Open Until Filled
KA-04-16	Kayenta, AZ	Diagnostic Radiologic Technologist	GS-647-5/6/7	Melissa Stanley	01-20-04	Open Until Filled
KA-04-DH-17	Kayenta, AZ	Diagnostic Radiologic Technologist DS: Inscription House, AZ	GS-647-5/6/7	Melissa Stanley	01-22-04	Open Until Filled
KA-04-MPP/ ESEP-17	Kayenta, AZ	Diagnostic Radiologic Technologist DS: Inscription House, AZ	GS-647-5/6/7	Melissa Stanley	01-22-04	Open Until Filled
KA-04-28	Kayenta, AZ	Nursing Assistant	GS-621-3/4/5	Melissa Stanley	05-25-04	06-08-04

**NORTHERN NAVAJO MEDICAL CENTER**  
**Personnel Branch, PO Box 160, Shiprock, NM 87420-0160**

**Contact Person: Gloria R. Charley 505/368095**  
**Margaret Begay 505/368-6091**

SR-02-MPP/ ESEP-A	Shiprock, NM	Clinical Nurse DS: Dzilh-Na-O-Dilh-Hle & Shiprock	GS-610-9/10	Gloria R Charley	10-31-01	Open Continuous
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SR-02-DH-A	Shiprock, NM	Clinical Nurse DS: Dzilh-Na-O-Dilth-Hle & Shiprock	GS-610-9/10	Gloria R Charley	10-31-01	Open Continuous
SR-02-MPP/ ESEP-B	Shiprock, NM	Nurse DS: Dzilh-Na-O-Dilth-Hle & Shiprock	GS-610-4/5/7	Gloria R Charley	10-31-01	Open Continuous
SR-02-DH-B	Shiprock, NM	Nurse DS: Dzilh-Na-O-Dilth-Hle & Shiprock	GS-610-4/5/7	Gloria R Charley	10-31-01	Open Continuous
SR-01-DH- 015-2	Shiprock, NM	Medical Instrument Technician (Ultrasound)	GS-649-09	Gloria R Charley	05-30-01	Open Until Filled
SR-01-MPP/ ESEP-015-2	Shiprock, NM	Medical Instrument Technician (Ultrasound)	GS-649-09	Gloria R Charley	05-30-01	Open Until Filled
SR-02-DH- 100-1	Shiprock, NM	Diagnostic Radiologic Technologist (Mammography)	GS-647-09	Gloria R Charley	12-17-02	Open Until Filled
SR-02-MPP/ ESEP-100-1	Shiprock, NM	Diagnostic Radiologic Technologist (Mammography)	GS-647-09	Gloria R Charley	12-17-02	Open Until Filled
SR-02-DH- 101-1	Shiprock, NM	Diagnostic Radiologic Technologist (CT)	GS-647-09	Gloria R Charley	12-17-02	Open Until Filled
SR-02-MPP/ ESEP-101-1	Shiprock, NM	Diagnostic Radiologic Technologist (CT)	GS-647-09	Gloria R Charley	12-17-02	Open Until Filled
SR-02-DH- 102-1	Shiprock, NM	Diagnostic Radiologic Technologist	GS-647-5/6/7/8	Gloria R Charley	12-17-02	Open Until Filled
SR-02-MPP/ ESEP-102-1	Shiprock, NM	Diagnostic Radiologic Technologist	GS-647-5/6/7/8	Gloria R Charley	12-17-02	Open Until Filled
SR-03-DH-89A	Shiprock, NM	Lead Clinical Nurse – Peds	GS-610-10	Gloria R Charley	10-28-03	Open Until Filled
SR-03-MPP/ ESEP-89A	Shiprock, NM	Lead Clinical Nurse – Peds	GS-610-10	Gloria R Charley	10-28-03	Open Until Filled
SR-04-31-001	Shiprock, NM	Supervisory Health Systems Specialist REANNOUNCEMENT	GS-671-09	Margaret Begay	05-18-04	06-08-04
SR-04-35-001	Shiprock, NM	Audiovisual Production Specialist REANNOUNCEMENT	GS-1071-09	Margaret Begay	05-19-04	06-09-04
SR-04-DH-40	Shiprock, NM	Nurse Specialist Term Appt NTE: 3 yrs	GS-610-11	Margaret Begay	05-19-04	06-09-04
SR-04-MPP/ ESEP-40	Shiprock, NM	Nurse Specialist Term Appt NTE: 3 yrs	GS-610-11	Margaret Begay	05-19-04	06-09-04
SR-04-DH-41	Shiprock, NM	Nurse Specialist PFT	GS-610-11	Margaret Begay	05-19-04	06-09-04
SR-04-MPP/ ESEP-41	Shiprock, NM	Nurse Specialist PFT	GS-610-11	Margaret Begay	05-19-04	06-09-04
SR-04-42	Shiprock, NM	Health Promotion Specialist Term Appt NTE: 13 months	GS-601-09	Margaret Begay	05-24-04	06-14-04
SR-04-43	Shiprock, NM	Mental Health Technician Term Appt NTE: 13 months	GS-102-07	Margaret Begay	05-24-04	06-07-04
SR-04-44	Shiprock, NM	Medical Support Assistant	GS-679-4/5	Margaret Begay	06-01-04	06-14-04
SR-04-48	Shiprock, NM	Recreation Specialist Term Appt NTE: 2 yrs	GS-188-5/7	Margaret Begay	06-04-04	06-17-04
SR-04-36	Shiprock, NM	Health Technician (Nutrition) – Term Appt NTE: 3 yrs	GS-640-04	Margaret Begay	06-03-04	06-16-04

**TUBA CITY INDIAN MEDICAL CENTER**  
**Branch of Personnel, PO Box 600, Tuba City, AZ 86045**

**Contact Person: Christine Begay 928/283-2432**  
**-Email: [cbegay@tcimc.ihs.gov](mailto:cbegay@tcimc.ihs.gov)**

**FOR VACANCIES, CONTACT  
TCIMC DIRECTLY**

**WINSLOW HEALTH CENTER**  
**Personnel Branch, PO Drawer 40, Winslow, AZ 86047**

**Contact Person: Michelle Williams 928/282-2802**  
**-Email: [michelle.williams@winslow.ihs.gov](mailto:michelle.williams@winslow.ihs.gov)**

**FOR VACANCIES, CONTACT  
WINSLOW DIRECTLY**

## Open Continuous Announcements

### NAVAJO AREA INDIAN HEALTH SERVICE

ANNOUNCEMENT NUMBER	POSITION TITLE	PAY PLAN, SERIES AND GRADE	CONTACT PERSON
NAO-04-DH-A	Clinical Nurse	GS-610-9/10	Angela Segay
NAO-04-DH-B	Nurse	GS-610-4/5/7	Angela Segay
NAO-04-DH-C	Community Health Nurse	GS-610-5/7	Cecelia Yazzie
NAO-04-DH-CC	Community Health Nurse	GS-610-9/11	Cecelia Yazzie
NAO-04-DH-D	Nurse Anesthetist	GS-610-9/11/12	Irene Benallie
NAO-04-DH-E	Nurse Midwife	GS-610-9/11/12	Irene Benallie
NAO-04-DH-F	Nurse Practitioner	GS-610-9/11/12	Irene Benallie
NAO-04-DH-H	Medical Technologist	GS-644-05	Angela Segay
NAO-04-DH-I	Optometrist	GS-662-9/11/12	Irene Benallie
NAO-04-DH-J	Dental Officer	GS-680-11/12	Irene Benallie
NAO-04-DH-K	Pharmacist	GS-660-9/11/12	Angela Segay
NAO-04-DH-M	Environmental Engineer	GS-819-5/7/9	Angela Segay
NAO-04-DH-N	Medical Officer	GS-602-11/12/13/14/15	Angela Segay
NAO-04-DH-O	Public Health Nutritionist	GS-630-9/11/12	Irene Benallie
NAO-04-DH-P	Dietitian/Supervisory Dietitian	GS-630-9/11/12	Irene Benallie
NAO-04-DH-R	Medical Technologist	GS-644-7/9	Angela Segay
NAO-04-DH-S	Environmental Health Specialist	GS-601-5/7/9	Angela Segay
NAO-04-DH-U	Physical Therapist	GS-633-7/9/11	Cecelia Yazzie
NAO-04-DH-W	Environmental Engineer	GS-819-11	Angela Segay
NAO-04-DH-Y	Medical Technologist (Section Leader)	GS-644-11	Angela Segay
NAO-04-DH-Z	Respiratory Therapist	GS-640-5/6/7/8	Cecelia Yazzie
NAO-04-MPP/ESEP-A	Clinical Nurse	GS-610-9/10	Angela Segay
NAO-04-MPP/ESEP-B	Nurse	GS-610-4/5/7	Angela Segay
NAO-04-MPP/ESEP-C	Community Health Nurse	GS-610-5/7	Cecelia Yazzie
NAO-04-MPP/ESEP-CC	Community Health Nurse	GS-610-9/11	Cecelia Yazzie
NAO-04-MPP/ESEP-D	Nurse Anesthetist	GS-610-9/11/12	Irene Benallie
NAO-04-MPP/ESEP-E	Nurse Midwife	GS-610-9/11/12	Irene Benallie
NAO-04-MPP/ESEP-F	Nurse Practitioner	GS-610-9/11/12	Irene Benallie
NAO-04-MPP/ESEP-H	Medical Technologist	GS-644-05	Angela Segay
NAO-04-MPP/ESEP-I	Optometrist	GS-662-9/11/12	Irene Benallie
NAO-04-MPP/ESEP-J	Dental Officer	GS-680-11/12	Irene Benallie
NAO-04-MPP/ESEP-K	Pharmacist	GS-660-9/11/12	Angela Segay
NAO-04-MPP/ESEP-M	Environmental Engineer	GS-819-5/7/9	Angela Segay
NAO-04-MPP/ESEP-N	Medical Officer	GS-602-11/12/13/14/15	Angela Segay
NAO-04-MPP/ESEP-O	Public Health Nutritionist	GS-630-9/11/12	Irene Benallie
NAO-04-MPP/ESEP-P	Dietitian/Supervisory Dietitian	GS-630-9/11/12	Irene Benallie
NAO-04-MPP/ESEP-R	Medical Technologist	GS-644-7/9	Angela Segay
NAO-04-MPP/ESEP-S	Environmental Health Specialist	GS-601-5/7/9	Angela Segay
NAO-04-MPP/ESEP-U	Physical Therapist	GS-633-7/9/11	Cecelia Yazzie
NAO-04-MPP/ESEP-W	Environmental Engineer	GS-819-11	Angela Segay
NAO-04-MPP/ESEP-Y	Medical Technologist (Section Leader)	GS-644-11	Angela Segay
NAO-04-MPP/ESEP-Z	Respiratory Therapist	GS-640-5/6/7/8	Cecelia Yazzie

**Applications are being accepted from any U.S. Citizen.**

#### **ADDITIONAL INFORMATION:**

**INDIAN PREFERENCE:** In the filling of this position by appointment, promotion, transfer, reassignment, reinstatement, or any other personnel action, we are required by law to give absolute preference in selection to qualified Indian preference candidates. Eligibility will be determined from current Indian Health Service Policy.

**EQUAL EMPLOYMENT:** Except for Indian Preference, consideration will be made without regard to any non-merit factor such as race, color, religion, sex, sexual orientation, national origin, politics, physical handicap, marital status, age, or membership or non-membership in any employee organization.

**SELECTIVE SERVICE CERTIFICATION:** If you are a male born after December 31, 1959, and you want to be employed by the Federal Government, you must (subject to certain exemptions) be registered with the Selective Service System.

#### **WHO MAY APPLY:**

**MERIT PROMOTION PLAN (MPP) CANDIDATES** - Applications will be accepted from status eligibles (e.g. reinstatement eligibles and current permanent employees in the competitive Federal service), from current IHS employees who are eligible for Indian Preference, and from individuals who are eligible for excepted appointment in IHS under some other authority (e.g. handicapped authority, etc.). Those MPP candidates eligible for Indian Preference, who so desire, may also apply under ESEP provisions by indicating on their application, "Consideration under both MPP and ESEP".

**EXCEPTED SERVICE EXAMINING PLAN (ESEP) CANDIDATES** - Applications will be accepted from individuals entitled to Indian Preference who wish consideration for excepted appointment in IHS, under the authority of 5 C.F.R., Part 213, Schedule A 213.3116(B)(8).

#### **APPLICATION PROCEDURES**

SUBMIT APPLICATION TO THE ADDRESSES FOR EACH LOCATION. IF VACANCY ANNOUNCEMENT NUMBER BEGINS WITH NAO,

THEN APPLICATIONS MUST BE MAILED TO THE NAVAJO AREA INDIAN HEALTH SERVICE, WINDOW ROCK, ARIZONA. **All applications and forms must actually be received in close of business on the specified closing dates.** Applications become the property of the Personnel Office and will not be returned. **Telefaxed applications will not be accepted.** For information on a complete list of required forms for each vacancy, applicants must call the Personnel Offices at their specific locations. For information on application procedures for the USPHS Commission Corps, please contact Lola Morgan at 928/871-5880.

**ALL APPLICATION FORMS MUST BE INDIVIDUALLY IDENTIFIED BY ANNOUNCEMENT NUMBER AND JOB LOCATION. SEPARATE APPLICATIONS ARE REQUIRED FOR EACH VACANCY. FAILURE TO SUBMIT ANY OF THE FOLLOWING DOCUMENTS, AND OTHER INDIVIDUAL VACANCY/ANNOUNCEMENT REQUIRED FORMS, MAY RESULT IN LOSS OF CONSIDERATION FOR THE POSITION (S).**

1. **OF-612, SF-171, or Resume.** Original signature and date are required on whatever application format is submitted.
2. "Declaration for Federal Employment" (OF-306) must be completed and submitted with original signature to determine your suitability for Federal employment, to authorize a background investigation, and to certify the accuracy of all the information in your application. If you make a false statement in any part of your application, you may not be hired; you may be fired after you begin work; or you may be fined or jailed.
3. **Verification of Indian Preference:** Applicants who wish to claim Indian Preference, must submit a copy of Bureau of Indian Affairs (BIA) certification form, 4432, "Verification of Indian Preference for Employment in BIA and IHS ONLY," completed by the appropriate BIA office or by tribes authorized by P.L. 93-638 contract/compact to perform the certification functions on behalf of the BIA. Current employees who were employed by IHS on February 16, 1978 and who received preference according to the rules and procedures in effect at the time preference was granted, and who have been continuously employed with IHS, must submit a copy of the proof they submitted at the time preference was granted.
4. Copy of latest Personnel Action (SF-50), if a current or former Federal Employee, and if requesting Reinstatement Eligibility, the SF-50 proof of Career or Career-Conditional Competitive Status must be submitted.
5. If claiming Veterans Preference, a copy of all DD-214 forms, one for each period of service, and, if claiming 10-point Veterans Preference, a SF-15 with all supporting documents.
6. A copy of your most recent performance appraisal (required for current Federal employees).
7. A copy of college transcript(s), listing the college courses and credits earned, is required in order to receive appropriate credit for education. When allowed by Qualification Standards, copies of training certificates (non-college) must be submitted for appropriate credit.
8. **INFORMATION REQUIRED ON WHATEVER MAIN APPLICATION FORMAT IS SUBMITTED** Application formats must contain all of the following listed information in sufficient detail to enable the personnel office to make a determination that you have the required qualifications for the position. Failure to include any of this information may result in loss of consideration for this position.
  - a. Announcement Number, Title, Grade and Location of the job for which you are applying.
  - b. Full Name, Mailing Address (with Zip Code) and Day and Evening Phone Numbers (with Area Codes).
  - c. Social Security Number.
  - d. Country of Citizenship.
  - e. Highest Federal civilian grade held (give Job Series and Dates held).
  - f. High School - Name, City, State (Zip Code if known), and date of Diploma or GED.
  - g. College and University Credit/Degrees - Name, City, State (Zip Code if known), Majors, Type and Year of any Degrees received (if no Degree, show Total Semester or Quarter-Hours earned).
  - h. Work Experience (paid and nonpaid) - Job Title (include series and grade if Federal job), Duties and Accomplishments, Employer's Name and Address, Supervisor's Name and Phone Number, Starting and Ending Dates (month, day and year), Hours Per Week and Salary.
  - i. Indicate if we may contact your current Supervisor.
  - j. Job-related Training Courses, Skills, Honors, Awards, Special Accomplishments.
9. **OTHER REQUIRED FORMS** - Applicants must call Area Personnel (928/871-5834) or the Personnel Office at the particular location of the vacancy to secure a complete listing of forms required for each vacancy/announcement.